

LATTC Administrative Petition

Student I.D. _____ Date _____
Name (Print) _____ Major _____
Last First MI
Address _____ Phone # _____
Street City State Zip

Instructions for Completing Administrative Petition Form:

1. Print all requested information above "Office Use Only" section.
2. See reverse side for College Policy regarding eligibility.
3. CHECK ONLY ONE BOX to indicate requested action.
4. Give clear concise explanation AND justification for filing this petition in space provided.

Check One Only

☐ **Academic Renewal** - Read the policy in the College Catalog and complete the information on the course(s) you wish to be considered in the justification area below. Attach copies of your transcript(s) to this petition.

☐ **Other** - Clearly state and justify your request.

Note – **All petitions will be considered for approval solely upon merit.** You must provide a clear and concise explanation of what you are asking and why it should be granted.

JUSTIFICATION AREA Print clearly.

Read this before signing:

I have read the relevant section(s) of the college catalog, I must obtain a signature of a Counselor, and I am submitting this petition with a full understanding of the rules and regulations pertaining to the action I have requested.

Student Signature: _____ Date: _____

Do Not Write Below This Line – Official Use Only

Counselor (Print Name): _____ Counselor Signature: _____ Date: _____

Counselor Comments: _____

OFFICE OF THE REGISTRAR

___ APPROVED

___ DENIED

Signature: _____ Date: _____

ACADEMIC RENEWAL.

Students may petition for an academic renewal action in order to alleviate substandard academic performance under the following conditions:

- A. Students must have achieved a grade point average of 2.5 in their last 15 semester units, or 2.0 in their last 30 semester units completed at any accredited college or university, and
- B. At least one calendar year must have passed since the course work to be removed was completed.

Granted, academic renewal shall result in:

- A. Eliminating up to 30 semester units of coursework taken within the Los Angeles Community College District from consideration in the student's cumulative grade point average, and
- B. Annotating the student academic record to note which courses have been removed through academic renewal. Academic renewal actions are irreversible.